

Section 2: Components of the Mentoring Process

Component 1 – TLU Conferences

Agreement Conference When the MAF teacher begins the process of licensure within the OSR/Teacher Licensure Unit (TLU), the center director or administrator agrees to support the work of this process. The agreement outlining the expectations of both the teacher and the center director are outlined on the attachment. Time lines are also indicated.

Getting to Know You Conference. As a teacher and mentor begin to work together, each needs to have an idea of ways to relate effectively. This conversation needs to be grounded in the ways each work best. Before the teacher and the mentor have this conversation, it will be helpful for each to reflect on the questions included in the **Getting to Know You Conference – Preparation Questions** (See Attachment-Form Getting to Know You Conference Questions).

PKKTPAI Pre-Conference. After establishing a working relationship with the teacher through the **Getting to-Know-You Conference**, the beginning point in the mentoring and evaluation process is the first observation using the PKKTPAI Snap Shot procedure. Both the mentor and the evaluator will use a series of **PKKTPAI Pre-Conference Questions** (attachment) to set up the observation that should last for minimally an hour and a half and cover different groupings and activities. The MAF teacher will use the PKKTPAI to self-assess. These activities provide information that will inform the development of the teacher's Individual Growth Plan (IGP) (See Attachment – Form PKKTPAI Conference Questions).

PKKTPAI Post-Conference. As soon after the observation as possible (within 24 to 48 hours), a post observation conference should be scheduled. The teacher and evaluator should decide on the location of the conference. The evaluator should bring all notes of the observation, but should not have finalized the formal documentation. The evaluator should review the notes with the teacher and listen to the teacher's response to the notes. The teacher should be given the opportunity to clarify possible misinterpretations.